



## Program Manager Housing Development Officer Senior

### Who may apply:

This position is open to bidders and qualified internal or external candidates simultaneously. This vacancy will be filled in accordance with contract provisions. Eligible bidders will be considered prior to filling the position via other means.

<b>POSTING</b>	<b>EXPIRATION</b>
<b>DATE:</b>	<b>DATE:</b>
<u>02/26/2021</u>	<u>03/11/2021</u>
<b>DIVISION:</b>	<u>Single Family</u>
<b>SUPERVISOR:</b>	<u>Laura Bolstad Grafstrom</u>
<b>JOB CLASS:</b>	<u>Housing Development Officer Senior</u>
<b>EMPLOYMENT CONDITION:</b>	<u>Full-time, classified, unlimited</u>

Minnesota Housing is hiring! We're a mission-focused financial institution looking for a Program Manager to develop and implement our home mortgage programs, including down-payment assistance programs, affordable first mortgage loans, and home improvement loans with over \$1 Billion in annual loan production. You will be an individual contributor on the Lending Programs Team, a dynamic team that works to continually improve our homeownership and home improvement programs to make them more user-friendly and effective at meeting borrowers' needs.

This role will focus on: 1) Mortgage Revenue Bond (MRB)/Mortgage Credit Certificate (MCC) compliance, analyzing complex requirements and problem-solving to find ways to streamline program administration/forms, 2) Manual management (both internal and external), and 3) completing annual renewals and reporting to both internal and to external entities. In addition, you will participate in and have the opportunity to lead team project work.

Your work will contribute to the Agency's core mission work of providing affordable housing for all Minnesotans and will advance our goal to reduce Minnesota's homeownership gap by helping more people of color and indigenous communities achieve homeownership.

### Essential Job Duties

This position is required to perform the following essential job duties:

- Complete Mortgage Revenue Bond and Mortgage Credit Certificate compliance tasks

- Work with legal staff to problem solve and clarify requirements
- Recommend and implement program and process changes to make programs more user-friendly
- Make decisions on and resolve program-related issues as they arise
- Develop and update program documents and materials
- Review training materials for Mortgage Revenue Bond Compliance
- Draft manual language and serve as a member of the division manual review committee
- Participates on team or division project teams
- Complete annual renewals for FHA, RD, Fannie Mae and Freddie Mac
- Track and report on exceptions - quarterly to leadership and annually to the board
- Support the Homeownership and Home Improvement Team and the broader Single Family division, as needed to achieve the division's goals (e.g. review Community Development funding requests as needed, etc.)
- Occasionally staff a Minnesota Housing booth at public events and talk to the public about our programs (post-pandemic)
- Perform other duties as assigned

#### Minimum Qualifications

***To be qualified for and considered for this position, applicants must meet all of the minimum qualifications listed below. Ensure that your resume contains descriptions of your work experiences sufficient for comparison against the requirements stated below and indicate the beginning and ending month and year for each job held.***

***Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for this position:***

- Three (3) years of experience, with a minimum of two (2) years of experience in the homeownership mortgage lending industry. The third year of experience may be in homeownership mortgage lending or administration of city/county/non-profit/state single family housing programs
- A Bachelor's degree in business administration, finance, economics, housing, real estate, public policy, or closely related field may substitute for one year of experience
- Housing experience in the private, non-profit or government sector including mortgage, housing policy, housing program management, housing finance, or closely related experience
- Strong program management skills
- Critical thinking/problem-solving skills
- Detail oriented and with an ability to meet deadlines
- Excellent communications skills, both written and verbal
- Intermediate experience in Microsoft Word and Excel

#### Preferred Qualifications

- Master's Degree in business administration, finance, economics, housing, real estate, public policy, or closely related field
- Experience as a mortgage underwriter, loan originator, or mortgage operations manager
- Experience performing compliance activities

- Knowledge of Minnesota Housing's homeownership and/or home improvement programs, including Start Up, Step Up, Monthly Payment Loan, Deferred Payment Loan, and Fix Up
- Advanced skills in Excel
- Strong project management skills

### Physical Requirements

Requires occasionally transporting articles such as file folders, ledgers, laptops, monitors and small tools. A certain amount of moving is often necessary in carrying out job duties.

### Additional Requirements

This position requires successful completion of the following:

- Reference checks
- Job-related criminal background checks

### Annual Salary Range

\$26.59 - \$39.25/hourly; \$55,520 - \$81,954/annually

### To Apply:

External candidates should click [here](#) to apply or copy and paste this text into your browser:

[https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=44214&PostingSeq=1&languageCd=ENG](https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=44214&PostingSeq=1&languageCd=ENG) .

Internal candidates should go to [Employee Self Service](#) > Careers and search for Job ID 44214.

### Why Choose Minnesota Housing?

Our culture consists of passionate, mission-driven employees focused on delivering the best programs possible to help Minnesotans access safe, affordable housing. We invest in our employees' futures by providing a variety of professional development opportunities. We're committed to providing employees with work-life balance by offering many work schedule options, flexible schedules and limited overtime. That's why our average employee tenure is 10 years.

At Minnesota Housing, we know that affordable housing is an essential part of Minnesota's infrastructure. When you work here, you're helping to build stronger communities. We also have a national reputation as one of the finest housing finance agencies in the country.

Our top-notch benefits include extremely inexpensive health insurance for employees and dependents, generous vacation and sick leave plans, eleven holidays per year, and tuition assistance. We offer a defined benefit pension plan with a guaranteed, life-long benefit based on tenure plus pre-tax and ROTH options to supplement the pension. For more information, visit our website at [www.mnhousing.gov](http://www.mnhousing.gov).

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282.2699 (TTY).